

Terms of Reference - Scientific Program Committee

Approved by the Board of Directors November 9, 1999

Revised and approved by the Committee January 29, 2004

Approved by the Board of May 21, 2004

Brief Description

The Scientific Program Committee is responsible for arranging the scientific programs for the CCMG annual meeting.

Mandate

1. To arrange the scientific program for the annual meeting of the CCMG, whether held separately or with the Canadian Association of Genetic Counsellors.

Composition and Tenure

- The Committee shall consist of a minimum of 4 to a maximum of 6 members and a representative from the Board, with 2 to 3 clinical representatives and 2 to 3 laboratory representatives, the latter from different disciplines (if possible).
- The committee shall include a Board representative.
- The normal term will be 4 years, with rotation of half the committee each 2 years. Renewal will be at the discretion of the Board and members.
- The normal term for the committee chair shall be 4 years, renewable. The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair, at least 9 months prior to the anticipated turnover. The retiring Chair will normally remain as a member of the Committee for one additional year.